

Beginner's Guide to Using Wordpress 2.9

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Fig. 21

Editing a Post — The Editing Icons In Detail

1. **Bold**
 2. *Italic*
 3. **Strikethrough**: Used most often to denote a correction or change from the original text.
 4. Bulleted List
 5. Numbered List
 6. Blockquote: Indents a paragraph both right and left. This will look different depending upon your theme's stylesheet.
 7. Paragraph Alignment: Left, Center, Right
 8. Link/Unlink: For adding or removing a web hyperlink. The icons are grayed out until text is highlighted.
 9. More Tag: Inserts the word "More" and a link to the complete post allowing you to set the excerpt for a post ends in archive and other aggregate pages. Different stylesheets will use a different phrase in except like "Click to continue".
 10. Spellcheck Toggle: Turns the spellchecker on and off. When on, misspelled words are underlined in red.
- Expanded Menu Bar** — Click on this icon to show (or hide) the second row of icons. There are very few of the additional editing features that you'll need right now, but there are a few useful ones. These include:
- A. **Formatting List** — This provides a drop-down list of additional HTML codes, such as Headings, that can be used to format text.
 - B. **Copy-and-Paste Plain Text** — Click on this icon when you are pasting plain text, such as text from a web page, into your post.
 - C. **Copy-and-Paste MS Word Text** — Click this icon when you are pasting text that was original written in Microsoft Word. MS Word embeds hidden custom editing code and characters that can mess up your post formatting. It also makes for safer posts, ensuring your aren't copying some hidden code or links that can be carried from MS Word.
 - D. **Special character palette** — If you want to use a special character, such as a foreign character, a financial symbol or a math symbol, clicking on this button will give you a pop-up window of HTML entities that you can insert to your post with a click (otherwise you have to switch to HTML view to embed characters)